



**STONEHOUSE
TOWN COUNCIL**

**Minutes of a Town Business Committee
held on Monday 4th September '23 at 7.00pm
at the Town Hall**

Present: Councillors Mike Davis (Committee Chair), John Callinan (Committee Vice Chair), Keith Creighton, Carol Kambites and Theresa Watt

In Attendance: Carlos Novoth (Clerk), a representative of 'Homestart' and the town council's Project Officer

Attendees were reminded that the Proceedings of the meeting could be filmed, photographed or recorded.

There were no members of the public wishing to talk to committee other than the representative from 'Homestart' who was invited to talk on agenda item B/585 when it was being discussed.

B/578 To receive apologies

Cllrs Gary Powell and Mark Edwards offered their apologies

B/579 To receive Declarations of Interest

There were no declarations of interest

B/580 To approve the minutes of the Business Committee meeting held on 17th July '23

Committee **APPROVED** the minutes as a true and accurate record of the meeting

In light of the presence of a representative of Homestart, Committee agreed for the Chair to bring forward agenda Item B/585 for discussion

B/585 To approve the second of three Grant payments from Reserves to Homestart

The Homestart representative provided an overview of the year's activities noting the importance of the Town Council commitment to funding the coordinator role within the organization to increase the volunteer base to help support the Stonehouse Community. To this end, the following detail was reported reflecting on the outcome just in Stonehouse: 13 families had been helped since April '23 which included 7 lone parents, 6 parents who had suffered from domestic abuse, 4 young parents under 21 years of age, 3 parents with disabilities - a number presented mental health issues. Homestart

J. Call
2nd Oct 2023

also managed to help 24 other families through group sessions some of which are being held at the new hospitality suite at Stonehouse Town Football Club. Homestart are unfortunately are having to consider reducing the area they cover due to a significant funding deficit this year.

Committee thanked the representative for Homestart's efforts and achievements to date

Committee **APPROVED** the payment of the second of three grant payments of £10,000 agreed by Council in 2022.

B/581 To receive the latest budget position

Officers presented an overview of the council's budget highlighting several budget areas including: Income through the phone mast lease being reduced in Feb 2024; Income for pitch hire at OEL being scheduled for payment in Sept; work being undertaken with banks and building societies to furnish the council with regular quarterly updates; payment for interior cleaning at the town hall going slightly awry with the cleaning company not claiming payments on time and, insufficient budget for the council's newsletters for the current year.

Committee **NOTED** the budget report with total Reserve payments of £14,223.35; Total income of £195,221.69 and total expenditure of £130,491.63

B/582 To approve the latest payments list

Committee **APPROVED** the payments list totalling £10,535.90

B/583 To consider the following in relation to 'The Door's' activities:

- **seek approval for payment of additional costs to 'The Door' for works agreed 'in principle' by council**

Committee **APPROVED** the latest additional costs of £2,834.10 contained within the 2nd quarter invoice from the Door, totalling £13,714.10

- **provide an update on 'The Door's' revised costs for the recent council approved Beach Trip**

Since Council's decision to authorize payment of £1,995 to The Door for the beach trip, the organisation have been able to secure alternative funding through Rotary Club and so were able to reduce reliance on the council's contribution to approximately 50% of the original amount.

B/584 To approve a contractor for the installation of the town's Christmas lights.

Officers explained that it has been difficult to secure additional quotes for this type of work as it required specialist equipment - as second quote was expected but failed to be provided. It was acknowledged that the amount quoted by STL Gloucester Ltd was basically the same as the previous year.

Committee acknowledged Officer's attempt to secure additional quotes but in light of the fact only one was received and was based on an expected amount, **APPROVED** the award of the contract for 2023 to STL Gloucester Ltd

B/585 To approve the second of two Grant payments from Reserves to Homestart

Agenda item brought forward - see above details

B/586 To seek retrospective approval for the purchase of Motor Insurance for the town council's Peugeot van

Committee retrospectively **APPROVED** the award of the van's insurance cover to 'Brightside' at a total cost of £737.27 including vat

2nd Oct 2023.

B/587 To approve the purchase of a one year warranty for the town council's Peugeot van

Committee **APPROVED** the payment of £395 for an extended warranty for the council's new vehicle

B/588 To approve the cost of providing an additional electric point and internet connection for the new Electronic Noticeboard at the Town Hall

Committee highlighted their initial concern that only one quote was obtained but it was explained by officers that the quote was provided by the screen provider's (MRG) preferred contractor; MRG wished to ensure that the work was compatible with their requirements.

Committee **APPROVED** the award of the electrical works to Anthny J Smith (Gloucester) Ltd' at a cost of £795 plus vat subject to Officers investigating a way to including a live feed to the information screen of the amount of energy generated by the council's solar panels

B/589 To approve the purchase of an additional CCTV camera for the POD building

Committee **APPROVED** the cost of £225 plus vat for the installation of a further CCTV camera being added to the POD by 'Kiblec', the company that installed the current CCTV equipment

B/590 To approve the purchase of water tanks and pump for the town council's vehicle for use with the watering of 'In Bloom' planters

The agenda item could not be discussed as information could not be secured by Officers in time. Matter to be discussed at a further meeting

B/591 To recommend for town council approval the following revised policies

- **Scheme of Delegation to Officers**
Subject to the inclusion of the following wording to paragraph 2.1 'of the Committee' to follow reference to the Chair and Deputy Chair, Committee **RECOMMENDED** the amended policy for Full Town Council approval
- **Data Protection**
Committee **RECOMMENDED** the amended policy for Full Town Council approval
- **Role of Working Groups**
Subject to the addition of the following wording 'Full Town Council has the power to provide a working group with a dedicated budget to fulfill a particular task' under the heading **Council/instructing Committee: Working Group relationship**, Committee **RECOMMENDED** the amended policy for Full Town Council approval
- **Memorials**
- Committee **RECOMMENDED** the amended policy for Full Town Council approval

B/592 To recommend for town council approval the disposal of two of the town council's laptops

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Committee acknowledged the advice of the council's IT support provider and **RECOMMENDED** disposal of the two laptops. Committee wished for Officers to have the laptops wiped clean and to have them sent for reuse if at all possible

B/593 To recommend for town council approval the specification and duration of the town council's Grounds maintenance service

Officers provided a support paper highlighting the fact that the authority's grounds maintenance contract was nearing the Tendering threshold and that it needed to go down the Tendering route to secure its future grounds service. Officers highlighted the need to make a decision on what to include in the future contract in light of the vacancy of the senior grounds person. It was felt that once HR Sub Committee determined the authority's future staffing arrangement, the matter should be brought back to Committee for final recommendations

B/594 To recommend for town council approval engaging GAPTC to undertake the town council's Internal audit for financial year 2023/24

Committee **RECOMMENDED** GAPTC undertake the council's internal audit for the 2023/24 financial year at an updated cost in line with inflation (£401 in 2022/23)

B/595 To receive an update on discussions with the Town Market CIC and its formal proposal to hand over its assets to the town council

Committee wished to thank those within the community who have been instrumental in setting up the Market CIC in Stonehouse; it was unfortunate to see that the financial model used by the CIC was not sustainable - much of this was based on the charge to market stall holders as a direct result of providing and setting up stalls. However the council feels strongly that there is a financial model by which it could reach a level of success and so the council are trying now to facilitate market traders wishing to continue running stalls - changes made by the council include:- arranging for stall holders to set up their own stalls; for stallholders to operate at a convenient time to them and when shoppers are visiting the town; for stallholders to operate under their own third party insurance.

Bearing in mind the new stallholder arrangements, Committee felt that the council could not find a use for the Market CIC stalls and it was therefore **RECOMMENDED** that council regrettably decline the Market CIC's proposal and suggest the Director finds an alternative outlet for the stalls' continued use.

B/596 To consider providing Standish Parish Council with a letter of support for the development of a new Multi User path from Horsemarling Lane to Black Bridge

Committee **RESOLVED** to write to GCC in support of the Multi User route from Gloucester to Stroud through Standish and Stonehouse

B/597 To receive updates from the following working groups:

1. Climate Change Action Forum

- Open event to be held at the Library on 14th October to update the community on the SWEA run energy use/insulation project (SDC also doing similar project)
- A grant has been awarded to the town council by GWR for a new covered bike shelter at the south side of the train station

2. Oldends Lane Development

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20 Oct 2023

- Hitchins are providing technical support to the council in potential delivering a sewer pipe installation and electrical charging points in the car park
- Quotes have now been received from contractors for the demolition of the old changing rooms

3. Support Stonehouse

Nothing to report at this stage

4. Youth

There will be a quarterly meeting in two weeks

5. Policy

Asd detailed above

6. Internal Audit Panel

Cllr Keith Terry to conduct the 1st and 2nd quarter ICCs shortly

B/598 To note the date of the next meeting - Monday 2nd October 2023

Committee NOTE the date and time for the next meeting

Public Bodies (Admission to Meetings) Act 1960

The Council will by resolution exclude the public from the following items as due to the confidential nature of the business to be transacted publicity of the item would be prejudicial to the public interest.

Committee voted in favour of excluding members of the public from the meeting in order to discuss confidential staff issues

B/599 To approve HR Sub Committee recommendations in relation to paid staff salary increment rises

The Chair of HR Sub Committee provided an overview of staff issues highlighting the completion of successful staff appraisals and the recent decision by the senior grounds person to leave his post. Following specialist HR advice, HR Sub Committee agreed that the senior grounds person, although having left the authority, should receive a backdated increment rise and national pay rise - the latter being paid once agreed.

The salary scales used by local authorities and updated each year following nationally negotiated settlements no longer have banding arrangements and therefore, salary payments can be determined on a more flexible basis.

Committee RECOMMENDED:

Recommendation 1: To RECOMMEND approval by town council to award an increment rise to the following staff positions: The grounds person, Senior Grounds person, Business Support Officer, Deputy Clerk and Town Clerk and to back date all payments to 1st April 2023

Recommendation 2: To RECOMMEND approval by town council to award the national pay rise to staff members when finally determined and to backdate payments to 1st April 2023

2nd Oct 2023

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/23 and 29/08/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve	Actual Net	Balance	Bal %age
178 CCLA Interest	£0.00	£0.00	£4,606.88	£4,606.88	100.00%
Total Town Business Committee	£393,960.21	£0.00	£195,221.69	-£198,738.52	-50.45%
EXPENDITURE					
Town Business Committee					
1000 Salaries					
1000/1 Contracted staff	£180,000.00	£0.00	£70,150.26	£109,849.74	61.03%
1000/2 Locum	£0.00	£0.00	£0.00	£0.00	0.00%
1000/3 Short term contracted staff	£0.00	£0.00	£0.00	£0.00	0.00%
1000 Total	£180,000.00	£0.00	£70,150.26	£109,849.74	61.03%
1010 Training & Recruitment					
1010/1 Contracted Staff	£4,000.00	£0.00	£584.00	£3,416.00	85.40%
1010/2 Councillors	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1010 Total	£5,000.00	£0.00	£584.00	£4,416.00	88.32%
1020 Health & Safety	£2,500.00	£0.00	£0.00	£2,500.00	100.00%
1030 Professional Fees	£8,000.00	£0.00	£1,591.25	£6,408.75	80.11%
1040 IT support					
1040/1 General	£6,750.00	£0.00	£1,833.78	£4,916.22	72.83%
1040/2 Website	£1,000.00	£0.00	£553.47	£446.53	44.65%
1040/3 Newsletter	£0.00	£0.00	£0.00	£0.00	0.00%
1040/4 Phones	£1,500.00	£0.00	£194.10	£1,305.90	87.06%
1040/5 Printing	£0.00	£0.00	£102.06	-£102.06	100.00%
1040 Total	£9,250.00	£0.00	£2,683.41	£6,566.59	70.99%
1050 Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	100.00%

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Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/23 and 29/08/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve	Actual Net	Balance	Bal %age
INCOME					
Town Business Committee					
100 Precept	£373,973.21	£0.00	£186,986.50	£-186,986.71	-50.00%
105 Newsletter Advertising	£100.00	£0.00	£0.00	£-100.00	-100.00%
120 Feed-in Tariff from Town Hall	£800.00	£0.00	£0.00	£-800.00	-100.00%
125 Stonehouse Town FC lease	£600.00	£0.00	£0.00	£-600.00	-100.00%
126 STFC Water Recharge	£0.00	£0.00	£0.00	£0.00	0.00%
127 STFC Electric Recharge	£0.00	£0.00	£470.00	£470.00	100.00%
130 Athletics Field Lease	£0.00	£0.00	£0.00	£0.00	0.00%
135 Phone Mast on Land	£7,000.00	£0.00	£0.00	£-7,000.00	-100.00%
140 Building Lease at OEL	£637.00	£0.00	£0.00	£-637.00	-100.00%
145 Magpies Social Club	£3,150.00	£0.00	£1,312.50	£-1,837.50	-58.33%
150 Community Centre Lease	£500.00	£0.00	£0.00	£-500.00	-100.00%
155 OEL Pitch Hire	£2,000.00	£0.00	£100.00	£-1,900.00	-95.00%
160 Misc Income	£500.00	£0.00	£671.58	£171.58	34.32%
170 Investments Interest	£0.00	£0.00	£0.00	£0.00	0.00%
171 Bank Interest - Lloyds Bank	£200.00	£0.00	£0.00	£-200.00	-100.00%
172 Bank Interest - Charity A/C	£200.00	£0.00	£0.00	£-200.00	-100.00%
173 Bank Interest - Natwest	£200.00	£0.00	£375.98	£175.98	87.99%
174 Bank interest - Cambridge BS	£200.00	£0.00	£0.00	£-200.00	-100.00%
175 Town Hall/Library Recharges	£3,700.00	£0.00	£698.25	£-3,001.75	-81.13%
176 Bank Interest - Nationwide	£200.00	£0.00	£0.00	£-200.00	-100.00%
177 Bank Interest - Melton Building Society	£0.00	£0.00	£0.00	£0.00	0.00%

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Stonehouse Town Council

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Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/23 and 29/08/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve	Actual Net	Balance	Bal %age
1060 Grants					
1060/1 One-Offs	£10,000.00	£5,000.00	£10,136.00	£4,864.00	48.64%
1060/2 Long-Term	£5,000.00	£0.00	£0.00	£5,000.00	100.00%
1060 Total	£15,000.00	£5,000.00	£10,136.00	£9,864.00	65.76%
1070 Town Hall/Library Shared Costs					
1070/1 Rates	£4,500.00	£0.00	£0.00	£4,500.00	100.00%
1070/2 Water	£700.00	£0.00	£233.10	£466.90	66.70%
1070/3 Electric	£3,000.00	£0.00	£677.98	£2,322.02	77.40%
1070/4 Gas	£4,000.00	£0.00	£437.03	£3,562.97	89.07%
1070/5 Interior Maintenance (reactive)	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1070/6 Interior Maintenance (programmed)	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1070/7 Waste Collection	£300.00	£0.00	£49.38	£250.62	83.54%
1070/8 Security	£0.00	£0.00	£0.00	£0.00	0.00%
1070 Total	£14,500.00	£0.00	£1,397.49	£13,102.51	90.36%
1080 Town Hall/Library STC costs					
1080/1 Exterior Maintenance/Cleaning	£1,000.00	£0.00	£70.00	£930.00	93.00%
1080/2 Interior Cleaning	£1,500.00	£0.00	£986.35	£513.65	34.24%
1080 Total	£2,500.00	£0.00	£1,056.35	£1,443.65	57.75%
1090 Admin Expenses					
1090/1 Paper	£250.00	£0.00	£62.25	£187.75	75.10%
1090/2 Other	£2,000.00	£0.00	£556.76	£1,443.24	72.16%
1090/3 Printing and Delivery of Newsletters	£1,500.00	£0.00	£2,195.00	£-695.00	-46.33%

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Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/23 and 29/08/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve	Actual Net	Balance	Bal %age
1090 Total	£3,750.00	£0.00	£2,814.01	£935.99	24.96%
1100 Mayor's Charity & Expenses	£300.00	£0.00	£0.00	£300.00	100.00%
1110 Travel Costs/Staff & Councillors	£400.00	£0.00	£0.00	£400.00	100.00%
1120 Election Costs	£0.00	£8,924.35	£8,924.35	£0.00	0.00%
1130 Civic/Remembrance Parades	£180.00	£0.00	£0.00	£180.00	100.00%
1140 Pavilion Overheads					
1140/1 Rates	£0.00	£0.00	£0.00	£0.00	0.00%
1140/2 Water	£600.00	£0.00	£310.68	£289.32	48.22%
1140/3 Electric	£8,300.00	£0.00	£1,434.92	£6,865.08	82.71%
1140/4 Cleaning	£1,000.00	£0.00	£67.85	£932.15	93.22%
1140/5 Maintenance (reactive)	£3,000.00	£0.00	£471.89	£2,528.11	84.27%
1140/6 Maintenance (programmed)	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1140/7 Waste Collection	£900.00	£0.00	£109.44	£790.56	87.84%
1140/8 Security	£200.00	£0.00	£164.00	£36.00	18.00%
1140/9 Septic Tank	£700.00	£0.00	£270.00	£430.00	61.43%
1140 Total	£15,700.00	£0.00	£2,828.78	£12,871.22	81.98%
1150 Workshop Overheads					
1150/1 Water	£0.00	£0.00	£0.00	£0.00	0.00%
1150/2 Electric	£300.00	£0.00	£0.00	£300.00	100.00%
1150/3 Maintenance (reactive)	£300.00	£0.00	£262.22	£37.78	12.59%
1150/4 Maintenance (programmed)	£2,000.00	£0.00	£91.65	£1,908.35	95.42%
1150/5 Waste Collection	£2,000.00	£0.00	£358.90	£1,641.10	82.06%
1150/6 Security	£0.00	£0.00	£176.28	£-176.28	100.00%

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Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/23 and 29/08/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve	Actual Net	Balance	Bal %age
1150 Total	£4,600.00	£0.00	£889.05	£3,710.95	80.67%
1160 Equipment & Vehicle Costs					
1160/1 Insurance	£1,000.00	£0.00	£614.39	£385.61	38.56%
1160/2 Maintenance	£1,000.00	£0.00	£313.42	£686.58	68.66%
1160/3 Fuel	£1,000.00	£0.00	£171.31	£828.69	82.87%
1160/4 Tax	£200.00	£0.00	£0.00	£200.00	100.00%
1160/5 MOT/Service	£600.00	£0.00	£0.00	£600.00	100.00%
1160 Total	£3,800.00	£0.00	£1,099.12	£2,700.88	71.08%
1170 Youth Centre Workers	£54,000.00	£0.00	£13,143.64	£40,856.36	75.66%
1180 Youth Centre Overheads					
1180/1 Rates	£1,400.00	£0.00	£0.00	£1,400.00	100.00%
1180/2 Water	£300.00	£0.00	£0.00	£300.00	100.00%
1180/3 Electric	£3,000.00	£0.00	£407.07	£2,592.93	86.43%
1180/4 Cleaning	£1,000.00	£0.00	£347.50	£652.50	65.25%
1180/5 Maintenance (reactive)	£2,000.00	£0.00	£0.00	£2,000.00	100.00%
1180/6 Maintenance (programmed)	£1,500.00	£0.00	£0.00	£1,500.00	100.00%
1180/7 Waste Collection	£700.00	£0.00	£72.96	£627.04	89.58%
1180/8 Security	£500.00	£0.00	£430.00	£70.00	14.00%
1180/9 IT costs	£500.00	£0.00	£167.25	£332.75	66.55%
1180 Total	£10,900.00	£0.00	£1,424.78	£9,475.22	86.93%
1200 Subscriptions	£3,500.00	£0.00	£540.96	£2,959.04	84.54%
1210 Insurances					
1210/1 Public/Employee Liability	£7,000.00	£0.00	£6,239.18	£760.82	10.87%

July 2nd 2023

Financial Budget Comparison

for Town Business Committee

Comparison between 01/04/23 and 29/08/23 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve	Actual Net	Balance	Bal %age
1210/2 Buildings	£0.00	£0.00	£0.00	£0.00	0.00%
1210/3 Vehicle	£0.00	£0.00	£0.00	£0.00	0.00%
1210 Total	£7,000.00	£0.00	£6,239.18	£760.82	10.87%
1220 Project Planning & Delivery	£0.00	£299.00	£299.00	£0.00	0.00%
1230 Climate Change	£5,000.00	£0.00	£4,690.00	£310.00	6.20%
Total Town Business Committee	£346,380.00	£14,223.35	£130,491.63	£230,111.72	66.43%

29 Oct 2023

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3283		£737.27	1160/1	24/08/23	CVD Insurance Services - Van Insurance Aug 23- Aug 24 - paid by debit card	
		£737.27			CVD Insurance Services - Total	
3284		£16.36	1080/2	16/08/23	Gloucestershire County Council - July 2023 - TH Cleaning - underpaid by £16.36. Total invoice £151.94, paid £135.58 16/08/23 TN3241	1800708085
3285		£165.94	1080/2	15/08/23	Gloucestershire County Council - August 2023 - TH Cleaning	1800712102
		£182.30			Gloucestershire County Council - Total	
3279		£132.00	1140/5	14/08/23	Hogg and Smith - Pavilion - Repair for leaks and taps	2284
		£132.00			Hogg and Smith - Total	
3290		£8.35	1090/2	18/08/23	Lloyds Bank - Bank charges 10th June - 9th July	404685989
		£8.35			Lloyds Bank - Total	
3282		£16.44	1090/2	22/08/23	Rapide Office Supplies - Tippex - fluid, pen and 3 mice	00730254
		£16.44			Rapide Office Supplies - Total	
3287		£15.99	1150/3	24/08/23	Screwfix - Dewalt replacement drill bits - paid by card	13628338809
		£15.99			Screwfix - Total	
3281		£358.80	1220	16/08/23	Smiths Gloucester LTD - Demolition & Asbestos Survey - OEL Old changing rooms 24/07/2023	204858
		£358.80			Smiths Gloucester LTD - Total	
3288		£20.00	2050/3	29/08/23	Stonehouse Royal British Legion - Wreath - Remembrance 2023	
		£20.00			Stonehouse Royal British Legion - Total	
3286		£8,924.35		29/08/23	Stroud District Council - By Election costs - 4th April 2023	401748474
1		£5,000.00	1120		Election earmarked reserve	
2		£3,924.35	1120		Election General Reserves	
		£8,924.35			Stroud District Council - Total	
3289		£8.40	1040/4	23/08/23	Voipfone - August 2023 - Answerphone	1014196850
		£8.40			Voipfone - Total	
3280		£132.00	1190/5	14/08/23	West Country Forestry - Tree works - final tree (due to nesting birds) see TN 3102	69607

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Date

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Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£132.00			West Country Forestry - Total	
Total		£10,535.90				

29/08/2023

Signature

Signature

Date